

**INSTRUCTION COUNCIL  
MINUTES  
September 6, 2013  
204 WH  
9:00 – 10:30 a.m.**

**Present: Celeste Campbell, Cynda Clary, Bruce Crauder, Cheryl Devuyst, Bavette Miller, Mark Nicholas, Chris Ross, Shiretta Ownbey, Raman Singh, Jean Van Delinder, Mark Weiser, John Romans, Brenda Masters.**

**Agenda Topics Requiring a Vote**

**1. Curricular Requests**

**Center for Veterinary Health Sciences**

**VETERINARY MEDICINE, DVM (400)  
Program Modification: Program Requirement Change**

**Program Requirement Change:** Course requirement change and increase in total credit hours from 164 to 165.

The Center for Veterinary Health Sciences at Oklahoma State University proposes the program requirement change as a result of requests by instructors, with the recommendation from the college curricular committee. The request is to create a stand-alone course in basic biostatistics, an analysis of the medical literature and epidemiology course to the first-year curriculum. Part of the content of this course is contained in a separate course, but that course is not required.

**Members Approved.**

**2. The Henry Bellman Office of Scholar Development and Recognition Name Change to:  
The Henry Bellman Office of Scholar Development and Undergraduate Research –  
Brenda Masters**

Members supported this proposed name change. The new director, Dr. Joshua Ward, feels that the name change would encourage a more general view of the office for undergraduate research in addition to the scholar development activities. Members asked if this office would act as an umbrella support and oversight with individual colleges for all undergraduate research activities. That is not the goal of this unit. The office will be proactive in raising funds for university activities to grow undergraduate research.

**Members Approved.**

**3. Attendance Policy – Brenda Masters**

Members asked, "What is protocol for granting permission for absences, and how does this technically work?" It was noted that a policy on a syllabus addressing expectations regarding absences assures compliance. Members noted that athletes are of concern in regards to attendance as faculty are not always aware of which athletes will be absent and when. Members suggested that the last sentence of 1.05 of the policy could use different wording. Members questioned if the revisions to the policy deleted the section on Military service. IC wants to see the entire policy and noted that the documents provided were confusing.

**Tabled to next meeting.**

## Agenda Topics for Discussion

### **4. English Proficiency Subcommittee Report – Jean Van Delinder**

Dr. Van Delinder noted that the subcommittee will have a more detailed report later but wanted to bring members up to update. The group's task was to investigate English proficiency procedures for instructional personnel, including faculty and graduate teaching assistants to determine 1) how English competency is verified; and, 2) how complaints are handled. There are procedures in place but those procedures are not always being followed. Graduate student procedures are rather straight forward. OSU has a policy on testing English proficiency for International Graduate students, but it is confusing since some non-native English students who have attended college in an English speaking country do not need a TOEFL score for admission but will need one to be able to teach. IC has had previous discussions regarding different testing in 2010 and 2011. The VERSANT test was one of the methods of determining eligibility for ITA testing, but it wasn't that effective and it was decided to only require students to take the ITA test. After a pilot was conducted January 2011, Council decided to only require the ITA, but policies have not been updated. Primary policy that covers this is a PP document from 2009. It was noted that each college has to come up with a way to certify that their faculty are proficient in English as this process is much decentralized. In the past, the Dean's Office in each academic college received these forms but the appropriate forms were not routed properly. The reporting of English Proficiency used to be part of the EA process when it was a paper system, but now that it is electronic the forms are no longer consistently being routed to Academic Affairs. It is apparent that there is not a great deal of consistency and organization to this process. There is also not an easy way for students to voice complaints about instructors. OSU needs to update the policy and procedure as well as the forms to reflect the current policy. It was noted that the process is not transparent. Members asked if it was possible to tape the lectures and it was noted yes, with the faculty member's permission. Dr. Ormsbee said that the Institute for Teaching and Learning Excellence (ITLE) can tape a class to translate the context. It was noted that the College of Human Sciences requires faculty to take the VERSANT test prior to any hiring decisions. It was also noted that Skype interviews would be helpful in detecting any language barriers in the faculty hiring process. Members noted that the institution should be helping good faculty improve any deficiencies.

### **5. Realignment of University Assessment and Testing Activities and Funds to Support Improvement of Instruction – Brenda Masters**

Dr. Masters noted that Interim Director of University Assessment and Testing, Mark Nicholas, has accepted a new position. Dr. Masters went on to say that funding for assessment activities in the past has been varied and this is an item to consider with a new director. Colleges need to think about what type of funding might be ideal to facilitate assessment activities in the colleges. Dr. Masters would like to see a broader and more fully supported assessment program with close association with accreditation in measuring student outcomes. Assessment funds to colleges has been reduced from \$10,000 to \$5,000. Members noted that their used to be a more liberal funding for assessment activities in the past in addition to the annual funding. Dr. Masters said that the fees charged to student are mandated by OSRHE. The subject of funding will be reviewed at some point but not presently due to the absence of a permanent director. Discussions also need to occur regarding appropriate management and direction of individuals involved in assessment activities. Dr. Masters would like to see the replacement of the \$10,000 allocation and would like to see more discussions in the future about the distribution of these funds. Members noted that Instruction Council and Provost Office should be giving a charge and driving the responsibilities for Assessment Council. Another issue is that the Dean of Arts & Sciences is charging his group with assessment of general education courses and this effort needs to be infused in any changes to the process. Dr. Masters noted that this will be revisited in the future.

**6. Degree Sheets and Program Modifications – Brenda Masters and Celeste Campbell**

- September – Colleges receive new degree sheet templates and prepare degree sheet revisions
- October – All course action and degree requests (including ALL degree sheet revisions) due to Academic Affairs
- December – Instruction Council and Council of Deans review/approve course action and degree requests (including all degree sheet changes); degree-related items are forwarded to A&M Board and OSHRE Board for approval
- January – A&M Board and OSRHE review/approve degree requests (first opportunity for new academic year degree program approvals)
- March - A&M Board and OSRHE review/approve degree requests (last opportunity for new academic year degree program approvals to be included in printed UP&R publication)
- April and June A&M/OSRHE Board meetings (dates to be determined) will also be opportunities for degree program approvals that can be used for the new academic year. While approval at these meetings would miss the deadline for a printed UP&R book, they would be in time to make the online publications and be used by new freshmen.

The Oklahoma State Regents for Higher Education (OSRHE) wants any change to a student's degree requirements reported to OSRHE through the degree program modification process. Members indicated that it is too late for this to be feasible this year and the number of modifications as a result of this would be enormous. Dr. Masters proposed that we remain with the current process this year but be aggressive in procuring an automated system for the curricular processes.

**7. CourseLeaf Software – Brenda Masters**

Dr. Masters noted that it is not possible for this institution to continue to function on paper with the curricular process. The reason individuals are hesitant to proceed with securing a better system for the process is the anticipation of a new student information system, two to four years down the road. Dr. Masters noted that she has been in communication with the CourseLeaf personnel in trying to identify major institutions our size or larger that had this software during a transition time. Dr. Masters went on to say that she will seek Provost support to continue to report program changes as we have in the past for this year. Dr. Masters will at the same time secure software as quickly as possible to allow electronic reporting to entities involved. OSRHE noted that they were very interested in learning of our pursuit. Dr. Masters noted that it might be that at some point OSRHE could require that all state supported institutions adopted a similar electronic process so that entire process could be automated.

**8. Course Deactivation/Reactivation**

AGEC 6300 – Agricultural Marketing Seminar (reactivate) (deactivation)	MUSI 2250 – Major Organ
PHYS 1313 – Inquiry-Based Physics (deactivation) (deactivation)	MUSI 3250 - Major Organ
MUSI 1090 – Secondary Harpsichord (deactivation)	MUSI 3450 – Major Harpsichord
MUSI 1100 – Elective Harpsichord (deactivation)	deactivation)
MUSI 1250 – Major Organ (deactivation) (deactivation)	MUSI 4250 – Major Organ

**9. Other**

**Finish Orange – Announcement and Timeline**

Finish Orange is an initiative to promote smooth transfer of students from institutions across the state into Oklahoma State University. In the past there has been no centralized articulation process for this. Dr. Masters said that she is trying to standardize this and get a template in place as well as work to enhance our relationships with our three major student contributors, OSU-OKC, OSUIT, and Tulsa Community College through standardizing our agreements with them. Once those articulation

agreements are standardized, and then a tagline could be developed for this process so that students can be aware that they can finish orange. OSU-OKC now has an OSU advising office on their campus and on September 4<sup>th</sup> Dr. Clary attended their grand opening. Finish Orange also includes the reverse transfer initiative which is being discussed by higher levels of administration and that is a process where students transfer to OSU after attending a state supported college and OSU can transfer the student's credits back to the institute from which the student transferred so that they would be able to complete an associate's degree. This enhances our relationships with other institutions and helps our students get an academic credential. National studies indicate that students are twice as likely to complete a bachelor's degree once they've completed an associate's degree. The hope is to have reverse transfer in place within the next few weeks.

Dr. Ormsbee wanted to remind members to communicate to department heads and faculty that if faculty requires books or clickers, according to the Higher Education Opportunity Act (HEOA), all costs associated with the course must be known to students in advance. There is a HIGHER EDUCATION opportunity act requirement for this. Dr. Ormsbee will create communications to send to department heads and colleges. Dr. Ormsbee had a discussion with McKenzie Wilfong regarding the subject of clicker adoption, etc. and she had some concerns in regards to the last minute requests for clickers by faculty as it was too late to properly communicate the associated costs to students.

**Adjourn: 10:32 a.m.**